

# **Information Notes Series 3:**

## **Note 3.2**

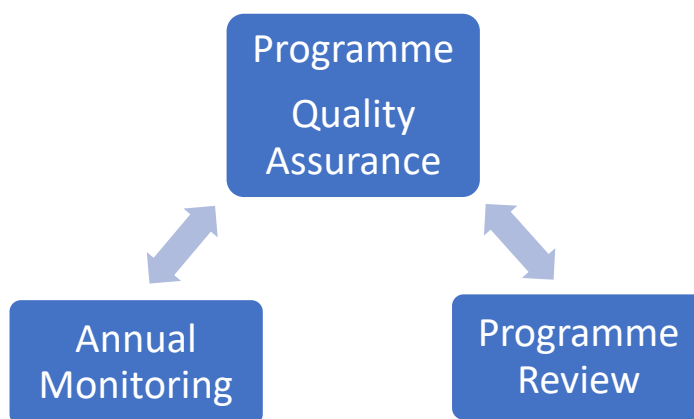
### **Credit Rated Programme Review Activity**

#### **Internal and Third Party**

# Information Notes Series 3

## Credit Rated Programme Review Activity Internal and Third Party

The ongoing monitoring and review of each credit rated programme is an integral part of each Credit Rating Body's (CRB) quality assurance responsibilities. There are two strands to this work: Annual Monitoring (note 3.1) and Programme Review (note 3.2).



This note sets out to highlight aspects which CRBs would wish to ensure are included as part of their programme review process, to consider its continuing validity and relevance prior to the programme reaching the end of its credit rating lifecycle, and if appropriate to then extend that credit rating lifecycle.

In terms of the programme review activity of an internally credit rated programme, for most CRBs this activity would normally sit within its existing mechanisms for course/programme review activity, and it is unlikely to be operated as a standalone process.

If you already operate a process for programme/course review, and you plan to review a credit rated programme which is due to reach the end of its credit rating lifecycle, there are a few other additional questions, in relation to the credit rating that you need to ensure are being incorporated in order to evaluate the next steps required in terms of credit rating. These would include asking:

- **Have there been any changes to the programme which could affect either the SCQF level or credit points that were allocated at the time of credit rating?**  
Examples of this could be changes to the original learning outcomes or assessment of the programme. If the answer is yes, these changes need to be considered by the appropriate person/team in your organisation to enable a decision to be made in terms of the impact (if any) on the allocated SCQF level and credit points, and this could require re-credit rating work to be undertaken.

- **If the credit rating has changed how does this impact on cohorts in the middle of a programme?** If this is the case, when would the changes take effect from?
- **How are any minor amendments to the programme recorded and is there an easy way to see at a glance what these have been?** Remember, a number of small tweaks by different people or from one delivery to the next also has the potential to impact on the SCQF level/SCQF credit points that were allocated to the original programme.
- **Mode of delivery** Has the delivery changed in a way that would impact on learning outcomes or assessment e.g. moving online?
- **How is the learner certificated?** Have there been any changes to the certification process or the certificate template? It is important to check that the certificate still has the correct details included.

Depending on the impact of these changes, it may or may not require re-credit rating work to be completed prior to the review being considered by an approving manager or committee for decision.

**If there have been no changes, it is still necessary for the final sign off of the review decision by an approving manager or committee to take place.**

All decisions in relation to this review work need to be recorded internally. The timeline for next review date of the programmes credit rating lifecycle needs to be agreed and the programme record on the SCQF Register updated accordingly by your organisation's assigned SCQF Register user.

In terms of Third Party Credit Rating, Principle 17 in the SCQF Handbook clearly states that a review date must be agreed between the CRB and the Third Party organisation:

### **Principle 17**

*Credit Rating Bodies must agree an appropriate review date for the credit rated qualifications(s)/learning programme(s) with the Third Party organisation.*

To ensure the smooth and timeous completion of review work, it would be expected that each CRB has a process and planned timeline in place for each credit rated programme and that this is issued to third parties so they are aware of it in advance.

The date agreed should be done with your internal processes in mind and also the dates that your internal committees would routinely meet. The frequency of these may limit the opportunity you have to present the review work for their consideration.

Depending on what agreement you have in place with the third party regarding programme review activity **in addition** to the bullet points noted on page 2, you may also need to ask if there have been any changes to:

- The assessment processes/methods;
- The quality assurance processes;

- The certification process and monitoring;
- Any key policies or processes from the last review or the initial credit rating;
- The delivery mode of the programme;
- The delivery centres (if appropriate).

If the answer is yes to any of the above points, then these changes must be reported back and considered by the appropriate person/team within your organisation and actioned accordingly.

Depending on the impact of these changes it may or may not require re-credit rating work to be completed prior to the review being considered by an approving manager or committee for decision.

**If there have been no changes it is still necessary for the final sign off of the review decision by an approving manager or committee to take place.**

All decisions in relation to review work need to be recorded internally.

By the end of the review activity the following should also be evidenced:

- the agreed timeline for next review date of the programmes credit rating lifecycle;
- the programme record on the SCQF database updated accordingly by your organisations assigned SCQF database user;
- the third party should be made aware of the outcome and the date of the next annual monitoring activity allocated to the programme.

### Further guidance

If as a CRB you wish to reflect on your existing mechanism for course/programme review you may like to contact the Partnership ([info@scqf.org.uk](mailto:info@scqf.org.uk)) as we have exemplars we can share.

If you work with Third Parties, there is also a set of information notes which have been created which you will find helpful to refer to. They are available at [Resources for Credit Rating Bodies - Scottish Credit and Qualifications Framework](#)

Useful links	
SCQF Quality Assurance Model	<a href="#">QAM-full-updated-June-2025.pdf</a>
SCQF Handbook	<a href="#">handbook.pdf</a>
SCQF Level Descriptors	<a href="#">SCQF Level Descriptors - Scottish Credit and Qualifications Framework</a>
SCQF Credit Points Explained	<a href="#">credit-point-explained-march-2017-web.pdf</a>
Naming Qualifications and Programmes for the SCQF	<a href="#">naming-qualifications-guide-a4-final-web-may-2023.pdf</a>
Credit Rating Criteria Explained	<a href="#">criteria-explained-final-web-oct-2017.pdf</a>
SCQFP workshops	<a href="#">SCQF Partnership workshops</a>

SCQFP Brand Guidelines	<a href="https://scqf.org.uk/wp-content/uploads/2024/09/SCQF-Brand-Guidelines-2024-FINAL.pdf">scqf.org.uk/wp-content/uploads/2024/09/SCQF-Brand-Guidelines-2024-FINAL.pdf</a>
Additional Notes in this series	<a href="#">Resources for Credit Rating Bodies - Scottish Credit and Qualifications Framework</a>